

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
NL09213001

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|---|------------|---|--------------------------------|--|
| 2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other | 3. Service | 4. Employing Office Location Orlando, FL | 5. Duty Station Orlando, FL | 6. OPM Certification No. |
| 7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt | | 8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input checked="" type="checkbox"/> Employment and Financial Interests | | 9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR) | | 11. Position is: <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> 1- Non-Sensitive <input type="checkbox"/> 3- Critical Sensitive <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> 2- Noncritical Sensitive <input type="checkbox"/> 4- Special Sensitive <input checked="" type="checkbox"/> Neither | | 12. Sensitivity |
| 13. Competitive Level Code 11- | | 14. Agency Use | | |

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|---|----------------------------|----------|-------------------|-------|----------|------|
| 15. Classified/Graded by | Official Title of Position | Pay Plan | Occupational Code | Grade | Initials | Date |
| a. U.S. Office of Personnel Management | | | | | | |
| b. Department, Agency or Establishment | | | | | | |
| c. Second Level Review | | | | | | |
| d. First Level Review | Program Analyst | GS | 343 | 11 | | |
| e. Recommended by Supervisor or Initiating Office | | | | | | |

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| 16. Organizational Title of Position (if different from official title) | 17. Name of Employee (if vacant, specify) |
| 18. Department, Agency, or Establishment Department of the Army | c. Third Subdivision Project Manager for Training Devices (PM TRADE) |
| a. First Subdivision U.S. Army Materiel Command | d. Fourth Subdivision |
| b. Second Subdivision Simulation Training & Instrumentation Command (STRICOM) | e. Fifth Subdivision |

Employee Review—This is an accurate statement of the major duties and responsibilities of my position.

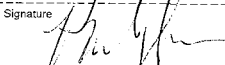
Signature of Employee (optional)

20. **Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the

knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violation of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

PHILLIP E. SPRINKLE, DPM TRADE

Signature 

Date

2/26/94

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature

Date

21. **Classification/Job Grading Certification.** I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Typed Name and Title of Official Taking Action

NANCY SPURLIN PERSONNEL MGMT SPEC

Signature

Date

9-12-94

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

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|------------------------|----------|------|----------|------|----------|------|----------|------|----------|------|
| 23. Position Review | INITIALS | DATE | INITIALS | DATE | INITIALS | DATE | INITIALS | DATE | INITIALS | DATE |
| a. Employee (optional) | | | | | | | | | | |
| b. Supervisor | | | | | | | | | | |
| c. Classifier | | | | | | | | | | |

Remarks

POSITION IS AT FULL PERFORMANCE LEVEL.

BUS: 7777

25. Description of Major Duties and Responsibilities (See Attached)

PROGRAM ANALYST GS-343-11

1. INTRODUCTION:

a. This position is located in the Office of the Project Manager, for Training Devices (PM TRADE). The mission of PM TRADE is to acquire training devices, simulations, simulators and training instrumentation systems.

b. The purpose of this position is to perform as a Program Analyst to assist in planning, implementing and coordinating a variety of program analysis evaluations and advisory functions in support of the life cycle management of developmental end-items managed by PM TRADE. Assists in the application of program analysis principles and techniques related to the execution of operation program activities, such as planning and requirements documentation, resource management matters (budget, manpower, materials), cost analysis (life cycle cost estimates, contractor cost management and government monitoring procedures, cost/schedule control system criteria) and pertinent acquisition strategies. Assists in reviewing progress against established program milestones, long range planning and development of overall program objectives.

2. MAJOR DUTIES AND RESPONSIBILITIES:

a. Assists in the development of the plans, programs and budgets for RDTE, procurement and OMA based on priorities, documented requirements, capabilities, and resource (manpower, material, and dollar) limitations. This input is prepared in the form of congressional descriptive summaries, P-form submissions, program submissions and command schedules. 30%

b. Assists in the performance of management reviews of developmental contracts to ascertain rate of progress versus incurred costs, analyses engineering changes to determine worth and improved performance vs cost and cost growth to determine impact. 20%

c. Assists in the preparation of the PM TRADE execution plan, ensuring that program objectives relate to funds available. 20%

d. Performs special assignments and studies which relate to the successful accomplishment of the PM TRADE program. These assignments and studies may include budget drills, analyses of future year in-house resource requirements, tracking execution in the budget year, etc. 10%

e. Conducts or participates in presentations and briefings as assigned. 10%

f. Participate in working groups and AD HOC committees which relate to areas of responsibility. 10%

Performs Other Duties As Assigned.

FACTOR 1 - KNOWLEDGE REQUIRED:

Comprehensive knowledge of program analytical and evaluative methods as applied to the planning and execution of all programs managed by PM TRADE. Ability to modify standard practice and procedures to solve a variety of problems related to the life cycle phases of programs. Ability to adapt precedents or make significant departures from previous approaches in determining the kind of information needed to measure effectiveness of program progress. Ability to prepare and present oral and written presentation to clearly define specific problems, provide detailed recommendations and achieve program/project objectives in an efficient and effective manner; and explain the effect of alternative actions on program execution.

FACTOR 2 - SUPERVISOR CONTROLS:

Works under the general supervision of the immediate supervisor who consults with the incumbent on matters such as developing the broad aspects of the assignments and long-term milestones to be reached. Completed work is reviewed for effectiveness in meeting requirements, expected results, and impact on mission functions. Overall objectives and available resources are defined by the supervisor; however, the incumbent independently plans, analyzes, reviews, and carries out assignments. The incumbent keeps the supervisor informed of progress, potential controversial subjects, and situations and actions which affect policy and funds.

FACTOR 3 - GUIDELINES:

Guidelines include Army regulation, federal laws, policy statements, procedures, practices, and other material government the PPBE system. Often these guidelines do not apply specifically to particular complex and technically difficult program analysis situations, thus requiring use of a high degree of judgement and creativity in selecting, interpreting, and adapting guides. This lack of specificity requires the incumbent to develop relevant data for subjects studied.

FACTOR 4 - COMPLEXITY:

The assignment is characterized by highly technical development and production programs, some costing in excess of \$70 million RDTE and \$400 million procurement. The incumbent will lead conferences with representatives of the area being studied in order to establish cooperative relationships, present controversial and critical observations and recommendations, and

convince others to accept proposals with which they may strongly disagree.

FACTOR 5 - SCOPE AND EFFECT:

The employee serves as Project Officer responsible for planning, analyzing and evaluating the RDTE/procurement activities that support the project management of major Army items. The assignment entails the development of long range program plans, goals, objectives and milestones to accomplish and evaluate the cost effectiveness of actions in the achievement of agency programs, and affects compliance with pertinent financial and acquisition policies.

FACTOR 6 - PERSONAL CONTACTS:

Contacts include Program Analysts, Budget Analysts, Project/Product Managers, Project Team Members and other Army specialist and managers. Contacts also are maintained with MACOMs, contractors and professional groups in the public and private sector.

FACTOR 7 - PURPOSE OF CONTACTS:

Contacts are for the purpose of justifying recommendations affecting planning and execution of Training Device programs and influencing officials to accept/implement same.

FACTOR 8 - PHYSICAL REQUIREMENTS:

Work is mostly sedentary. Occasionally there is stress from having to work within a short time frame to complete a particular task.

FACTOR 9 - WORK ENVIRONMENT:

Work is performed in an office setting which includes adequate lighting, ventilation and shelter.

NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# 092K3001

"The employee must meet DoD 5000.52-M requirements applicable to the duties of the position."